

APA Style

Your guide to APA style, papers, citations, and references

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APA Style

The public health profession uses APA style for written documents that cite and reference sources. There are three sets of rules you need to master:

- References: listing your sources at the end of the paper
- Paper: formatting the pages and sections in your paper
- Citations: naming your sources in the body of the text

*All information in this presentation is from COPH developed resources

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References





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What is APA reference format?

Who	When	What	Where
Article Author(s)	Year published (journal article)	Title	Journal or organization
			Volume, issue, pages
			doi (journal article)
Government Organization	Date published (report or web page)		link (online report, or no doi)

*Digital Object Identifier

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WHO: Principle and Tips

Principle: Make the source easy to find by author

Tip 1: Last name, then first initials (note periods, spaces, &)

First, I. I.	Org.
First, I. I., & Second, I. I.	Org. & Org.
First, I. I., Second, I. I., & Last, I. I.	Org, Org, & Org.

Tip 2: When more than seven authors (first 6, ... last, no &)

First, I. I., Second, I. I., Third, I. I., Fourth, I. I., Fifth, I. I., Sixth, I. I., ... Last, I. I.


Tip 3: Organization Full Name, or Acronym (what org primarily uses on its pages and reports)

World Health Organization, United Nations, UNAIDS, Centers for Disease Control and Prevention

Tip 4: If a report has authors, use the their names, not org name

First, I. I., Second, I. I., & Last, I. I. (NOTE: put org name after report title)

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WHEN: Principle and Tips

Principle: Only the date of publication matters (not access!)

Tip 1: For books and journal articles: (YEAR) plus period

(2010).

Tip 2: If no date is evident, put n.d. (no spaces!)

(n.d.).


Tip 3: ONLY for government reports or newspaper articles, add month + day if available (because reports get updated regularly)

(2010, May 25). (2012, December)

Tip 4: If same authors, same year: put small letters after the year, alphabetize the years by title of the article

(2010a). If... (2010b). The... (2010c). When...

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WHAT: Principle and Tips


Principle: Put the complete title as you found it

Tip 1: Caps for first letter, first letter after colon, + period
Preventing HIV in U.S. women and girls: A call for social action.

Tip 2: Proper nouns are capitalized, punctuate as original
The best and the worst of the World Bank: Involuntary resettlement and the Mumbai Urban Transport Project (MUTP), India.

Tip 3: If stand-alone government report, italicize the title
Alcohol alert: The link between stress and alcohol. [Note: Add org name]

Tip 4: If not in English, add translated title in brackets
[Preventing HIV in U.S. women and girls: A call for social action].

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WHERE: Journal Article Principles and Tips


Principle: Journal articles need volumes, issues, pages, identifier

Tip 1: If journal article, capitalize Full Journal Name (in italics)
NO: Clin Infect Dis YES: *Clinical Infectious Diseases*

Tip 2: Journal Name, + comma, + volume(issue) + page-range.
(Note italics on volume, parentheses on issue, hyphen on pages)
Journal One, 50(6), 25-47. *Journal Two*, 42(Suppl. 25), S65-S74.
Journal Three, 16, e52. [electronic pages]

Tip 3: Include doi: no space after (:), no caps, no period after the doi (can use http link; convert to doi if PMID (see <https://www.ncbi.nlm.nih.gov/pmc/topmid/>)
doi:10.1016/j.dhjo.2015.07.002 <http://dx.doi.org/10.1016/j.dhjo.2015.07.002>

Tip 4: If no doi, include public retrieval link to abstract or journal (no ezproxy private link!); no retrieval date, no period after the link
Retrieved from <https://academic.oup.com/ajh>

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WHERE: Online Report Principles and Tips


Principle: Online reports need retrieval information

Tip 1: If web page: Retrieved from [url], no period
Retrieved from http://www.cdc.gov/ncidod/dvbid/westnile/wnv_factsheet.htm

Tip 2: If pdf report: Retrieved from [url], no period
(Find the direct link to the report—click on it and copy & paste)
Retrieved from http://www.who.int/hiv/pub/malecircumcision/mc_update.pdf

Tip 3: Don't use web source in general: Available from [url]
(Avoid this: everything now has a direct link)
NO: Available from <http://www.cdc.gov>

Tip 4: For online reports, do not use retrieval date
YES: Retrieved from [url] NO: Retrieved April 22, 2011 from [url]

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Paper Structure and Format



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Using APA for PAPER STRUCTURE-Sections


Tip 1: Running head: different on title page vs. other pages
Title page: Running head: SHORT TITLE ALL CAPS NOTE: left margin
Following pages: SHORT TITLE ALL CAPS NOTE: left margin

Tip 2: Title Page
Running head; Page # Upper left-justified; Upper right-justified
Title + Author + Affiliation Centered, not bolded or italicized or underlined
Author Note Bottom left-justified

Tip 3: Abstract: NOTE: centered
Paragraph: NOTE: left-justified, not indented; between 150-250 words
Include: Keywords: list here, with comma between NOTE: Keywords is italicized

Tip 4: Text: headings by level; indented paragraphs
Put title, then no header for Introduction NOTE: not bold
Headings and sub-headings: distinguish up to five levels (see rules)

Tip 5: References + Tables + Figures + Appendices (this order)
Start each of these on a new page with header; double-space references

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Using APA for PAPER STRUCTURE-Format

Tip 1: Format the paragraphs correctly
Font Use 12pt serif for text (e.g., Times New Roman)
Use 12pt sans serif (e.g. Arial) for Tables/Figures
Spacing Double-space everything: reference list, headers
Paragraphs Left-justify the text; indent 1/2" (except for abstract)
Pages Number pages, starting with 1 on title page; in upper right corner

Tip 2: Format the headers correctly, based on level
1st Centered, Boldface, Caps on First Letters of Content Words
2nd Flush Left, Boldface, Caps on First Letters of Content Words
3rd Indented, boldface, with a period. Paragraph starts here...
4th Indented, boldface, italicized, with a period. Paragraph starts here...
5th Indented, italicized, NOT bold, with a period. Paragraph starts here...

Tip 3: Format the references correctly
Format paragraph with a space before line; double-space; indent 2nd lines 1/2"

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Using APA for CITATIONS—Authors

Tip 1: Beginning of a sentence: *Author and Author (year)*
 Westercamp and Bailey (2007) studied... **NOTE: and in text, year in parentheses**

Tip 2: End of a sentence: *(Author, Author, & Author, year)*
 ... (Westercamp & Bailey, 2007). **NOTE: & inside, period outside of parentheses**

Tip 3: Three to five authors: 1st vs. 2nd mention use of et al.

First mention:	Second mention:
... (Zani, Pienaar, Oliver, & Siegfried, 2011).	... (Zani et al., 2011).

Tip 4: More than five authors: always use et al.
 Research by Hodder et al. (2010) shows... (Hodder et al., 2010).

Tip 5: Multiple citations: alphabetize by first author, use (;) between
 ... (Hodder et al., 2010; Westercamp & Bailey, 2007; Zani et al., 2011). **NOTE: (;)**

Tip 6: Do not use “as cited in”—look up the original study

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Using APA for CITATIONS—Organizations

Tip 1: Acronym for orgs on 1st mention, in brackets
 ... (Environmental Protection Agency [EPA], 2000).

Tip 2: Use the acronym on 2nd mention and thereafter
 According to the EPA (2000),... (EPA, 2000).

Tip 3: Use n.d. to cite reports with no date (CDC pages always have dates—look at bottom of page)
 ... (UNAIDS, UNFPA, & UNIFEM, n.d.). **NOTE: no space in n.d.!**

Tip 4: If authors on an organization report, cite the authors
 ... (Shah, Hayes, & Martin, 2017). **NOTE: from CDC MMWR report**

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